



**Monday, December 11, 2023  
Library Board Meeting**

**City Hall Council Chambers  
3815 Sachse Road, Building B  
7:00 p.m.**

**Library Board meetings are streamed live online or available on-demand  
(<https://sachsetx.swagit.com/live>).**

**If you have any comments to submit regarding the agenda or other items related to the agenda,  
please e-mail those to [dlaney@cityofsachse.com](mailto:dlaney@cityofsachse.com).**

**A. Regular Meeting**

---

1. Call to Order: The Library Board of the City of Sachse will hold a Regular Meeting on Monday, December 11, 2023, at 7:00 p.m. to consider the following items of business:
2. Invocation and Pledges of Allegiance to the U.S. and Texas Flags.
3. The public is invited to address the Board regarding any topic not already on the agenda. The time limit is 3 minutes per speaker. A Public Comment Card should be presented to the acting Secretary prior to the meeting. According to the Texas Open Meetings Act, the Board is prohibited from discussing any item not posted on the agenda but will take comments under advisement.
4. Consider approval of the October 9, 2023, meeting minutes.
5. Receive and discuss the Library Manager's monthly report.
6. Discuss Library Board announcements regarding special events, current activities, and local achievements.
7. Adjournment.

I, the undersigned authority, do hereby certify that this notice of a public meeting was posted in accordance with the regulations of the Texas Open Meetings Act and was posted on the bulletin board, an accessible location at Sachse City Hall.

  
Leah K Granger, City Secretary

Posted: 12/08/2023 by 10 am Removed: \_\_\_\_\_

Accommodation requests for persons with disabilities should be made at least 48 hours prior to the meeting by contacting Lauren Rose, ADA Coordinator, via phone at 469-429-0415, via email at [lrose@cityofsachse.com](mailto:lrose@cityofsachse.com), or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

## A. Regular Meeting

---

**Subject**                      **3. The public is invited to address the Board regarding any topic not already on the agenda. The time limit is 3 minutes per speaker. A Public Comment Card should be presented to the acting Secretary prior to the meeting. According to the Texas Open Meetings Act, the Board is prohibited from discussing any item not posted on the agenda but will take comments under advisement.**

Meeting                      Dec 11, 2023 - Library Board Meeting

Access                      Public

Type                      Information, Procedural

Those who wish to speak may [fill out a form](#) or [email](#) the City Secretary prior to the meeting.

## A. Regular Meeting

---

|                       |                                                                      |
|-----------------------|----------------------------------------------------------------------|
| <b>Subject</b>        | <b>4. Consider approval of the October 9, 2023, meeting minutes.</b> |
| Meeting               | Dec 11, 2023 - Library Board Meeting                                 |
| Access                | Public                                                               |
| Type                  | Action,Minutes                                                       |
| Recommended<br>Action | Approve the minutes as presented.                                    |

File Attachments

[10.09.2023 Library Board Minutes.pdf \(35 KB\)](#)

**LIBRARY BOARD OF THE CITY OF SACHSE  
OCTOBER 9, 2023, MEETING MINUTES**

The Library Board of the City of Sachse held a regular meeting on Monday, October 9, 2023, at 7:00 p.m. at Sachse City Hall Council Chambers, 3815-B Sachse Road. Those present were Vice-Chairperson John Morris; Board Members Cindy Woodcock, Joshua Frick, Dia Rhoden, and Shanna Conde; Library Services Manager Daniel Laney; Development Services Coordinator Megan Jay; and Council Member Frank Millsap.

**Members absent:** Marion Simpson

**1. Call to Order.**

Mr. Morris called the meeting to order at 7:02 p.m.

**2. Invocation and Pledges of Allegiance to the US and Texas Flags.**

Mr. Morris led the invocation, and the pledges.

**3. Public Comment:**

There were no public comments.

**4. Consider approval of the April 14, 2023, meeting minutes.**

Ms. Rhoden made the motion to approve the minutes as presented. Ms. Woodcock seconded the motion, and it carried unanimously.

**5. Receive and discuss the Library Manager's monthly report.**

Mr. Laney presented the Library's monthly reports for August and September 2023. Circulation of materials continues to be high, but 3D printing was down over the past two months compared to the previous year.

**6. Receive and discuss a statistical summary of Library services for FY 2023.**

Mr. Laney presented a report of statistics comparing Library services for FY 2023 to previous fiscal years. Library statistics were up in almost every category this year, and the Library broke its record number of checkouts for the second year in a row.

**7. Discuss Library Board announcements regarding special events, current activities, and local achievements.**

Mr. Laney informed the Board of upcoming events at the Library for the month of October, including a mini-pumpkin decorating contest.

**8. Adjournment.**

Mr. Morris adjourned the meeting at 7:37 p.m.

**APPROVE:**

**ATTEST:**

---

John Morris, Vice Chairperson

---

Marion Simpson, Secretary

## **A. Regular Meeting**

---

|                |                                                                     |
|----------------|---------------------------------------------------------------------|
| <b>Subject</b> | <b>5. Receive and discuss the Library Manager's monthly report.</b> |
| Meeting        | Dec 11, 2023 - Library Board Meeting                                |
| Access         | Public                                                              |
| Type           | Discussion,Reports                                                  |

### **BACKGROUND**

Staff will present monthly statistics.

### **POLICY CONSIDERATIONS**

There are no policy considerations affiliated with this item.

### **RECOMMENDATION**

Receive and discuss the Library Manager's monthly report.

File Attachments

[October 2023 Library Manager's Report.pdf \(92 KB\)](#)

[November 2023 Library Manager's Report.pdf \(92 KB\)](#)



| Departmental Report    |              | October 2023          |              |
|------------------------|--------------|-----------------------|--------------|
| Fiscal Year (previous) |              | Fiscal Year (current) |              |
| This Month             | Year to Date | This Month            | Year to Date |

#### Collection

|                         |        |     |        |     |
|-------------------------|--------|-----|--------|-----|
| Number of Titles        | 36,666 |     | 40,021 |     |
| Number of Items         | 37,918 |     | 38,891 |     |
| Number of New Items     | 345    | 345 | 244    | 244 |
| Number of Items Removed | 109    | 109 | 101    | 101 |
| Donated Items Added     | 29     | 29  | 2      | 2   |
| Number of E-Books       | 4,082  |     | 4,144  |     |
| Number of New E-Books   | 74     | 74  | 36     | 36  |

#### Patrons

|                           |       |     |        |     |
|---------------------------|-------|-----|--------|-----|
| Number of Patrons         | 9,933 |     | 11,730 |     |
| Number of New Patrons     | 154   | 154 | 142    | 142 |
| Number of Patrons Removed | 2     | 2   | 21     | 21  |

#### Circulation

|                                   | Initial | Total  | Year to Date | Initial | Total  | Year to Date |
|-----------------------------------|---------|--------|--------------|---------|--------|--------------|
| Total                             | 9,422   | 13,435 | 13,435       | 9,173   | 13,827 | 13,827       |
| Adult Fiction                     | 519     | 849    | 849          | 518     | 919    | 919          |
| Adult Non-Fiction                 | 234     | 434    | 434          | 247     | 569    | 569          |
| Juvenile Fiction                  | 3,238   | 5,458  | 5,458        | 2,929   | 5,367  | 5,367        |
| YA materials                      | 134     | 239    | 239          | 190     | 325    | 325          |
| Manga / Graphic Novels            | 175     | 347    | 347          | 223     | 361    | 361          |
| Interlibrary Loans                | 31      | 36     | 36           | 50      | 55     | 55           |
| Juvenile Non-Fiction              | 438     | 827    | 827          | 513     | 1,041  | 1,041        |
| DVDs & Blu-Ray                    | 419     | 992    | 992          | 462     | 1,132  | 1,132        |
| Board Games, Card Games, & Puzzle | 149     | 166    | 166          | 216     | 233    | 233          |
| Literacy Kits                     | 21      | 23     | 23           | 24      | 24     | 24           |
| Hoopla                            | 1,181   | 1,181  | 1,181        | 882     | 882    | 882          |
| CloudLibrary (Sachse Patrons)     | 1,278   | 1,278  | 1,278        | 1,390   | 1,390  | 1,390        |
| CloudLibrary (Other Patrons)      | 1,605   | 1,605  | 1,605        | 1,529   | 1,529  | 1,529        |

#### Programs and Services

|                             |       |       |       |       |
|-----------------------------|-------|-------|-------|-------|
| Number of Internet Sessions | 137   | 137   | 196   | 196   |
| Number of Programs          | 24    | 24    | 26    | 26    |
| Program Attendance          | 489   | 489   | 561   | 561   |
| Number of Volunteer Hours   | 11    | 11    | 17    | 17    |
| Meeting Room Rentals        | 8     | 8     | 6     | 6     |
| 3D Print Requests           | 268   | 268   | 34    | 34    |
| ILL Incoming Requests       | 39    | 39    | 49    | 49    |
| ILL Incoming Received       | 32    | 32    | 49    | 49    |
| ILL Outgoing Requests       | 77    | 77    | 104   | 104   |
| ILL Outgoing Shipped        | 38    | 38    | 37    | 37    |
| Literacy Computer Uses      | 836   | 836   | 1,229 | 1,229 |
| Door Count                  | 3,989 | 3,989 | 4,608 | 4,608 |

| Programs                                  | Date      | Participation |
|-------------------------------------------|-----------|---------------|
| Mini-Pumpkin Decorating Craft             | 2-Oct     | 34            |
| Hispanic Heritage Month Family Story Time | 3-Oct     | 8             |
| Toddler Story Time                        | 4-Oct     | 40            |
| After School Dungeons & Dragons           | 4-Oct     | 6             |
| Preschool Story Time                      | 5-Oct     | 28            |
| Baby Bounce Story Time                    | 6-Oct     | 6             |
| Family Game Night                         | 10-Oct    | 15            |
| Greta the Reading Therapy Dog             | 10-Oct    | 3             |
| Toddler Story Time                        | 11-Oct    | 17            |
| Preschool Story Time                      | 12-Oct    | 18            |
| Adult Craft Night                         | 12-Oct    | 16            |
| Baby Bounce Story Time                    | 13-Oct    | 7             |
| Mini-Pumpkin Decorating Contest           | 1-14 Oct  | 49            |
| Toddler Story Time                        | 18-Oct    | 37            |
| After School Dungeons & Dragons           | 18-Oct    | 7             |
| Preschool Story Time                      | 19-Oct    | 15            |
| Book Talk! - "Never Saw Me Coming"        | 19-Oct    | 6             |
| Baby Bounce Story Time                    | 20-Oct    | 8             |
| Family Game Night                         | 24-Oct    | 10            |
| Greta the Reading Therapy Dog             | 24-Oct    | 1             |
| Toddler Story Time                        | 25-Oct    | 48            |
| Preschool Story Time                      | 26-Oct    | 21            |
| Campfire Story Time                       | 26-Oct    | 13            |
| Adult/Teen Dungeons & Dragons             | 26-Oct    | 7             |
| Baby Bounce Story Time                    | 27-Oct    | 8             |
| Monster Scavenger Hunt                    | 23-31 Oct | 133           |
| Total                                     |           | 561           |



| Departmental Report    |              | November 2023         |              |
|------------------------|--------------|-----------------------|--------------|
| Fiscal Year (previous) |              | Fiscal Year (current) |              |
| This Month             | Year to Date | This Month            | Year to Date |

#### Collection

|                         |        |       |        |     |
|-------------------------|--------|-------|--------|-----|
| Number of Titles        | 34,848 |       | 38,995 |     |
| Number of Items         | 36,126 |       | 40,142 |     |
| Number of New Items     | 621    | 966   | 538    | 782 |
| Number of Items Removed | 953    | 1,062 | 337    | 438 |
| Donated Items Added     | 24     | 53    | 7      | 9   |
| Number of E-Books       | 4,090  |       | 4,182  |     |
| Number of New E-Books   | 48     | 122   | 58     | 94  |

#### Patrons

|                           |        |     |        |     |
|---------------------------|--------|-----|--------|-----|
| Number of Patrons         | 10,542 |     | 11,798 |     |
| Number of New Patrons     | 105    | 259 | 111    | 253 |
| Number of Patrons Removed | 0      | 2   | 33     | 54  |

#### Circulation

|                                   | Initial | Total  | Year to Date | Initial | Total  | Year to Date |
|-----------------------------------|---------|--------|--------------|---------|--------|--------------|
| Total                             | 8,291   | 12,488 | 25,883       | 8,230   | 12,028 | 25,855       |
| Adult Fiction                     | 384     | 694    | 1,543        | 404     | 723    | 1,642        |
| Adult Non-Fiction                 | 203     | 434    | 868          | 218     | 438    | 1,007        |
| Juvenile Fiction                  | 2,819   | 5,246  | 10,704       | 2,643   | 4,701  | 10,068       |
| YA materials                      | 122     | 251    | 490          | 108     | 245    | 570          |
| Manga / Graphic Novels            | 148     | 295    | 642          | 245     | 415    | 776          |
| Interlibrary Loans                | 17      | 18     | 54           | 17      | 24     | 79           |
| Juvenile Non-Fiction              | 544     | 936    | 1,763        | 556     | 948    | 1,989        |
| DVDs & Blu-Ray                    | 450     | 954    | 1,946        | 380     | 867    | 1,999        |
| Board Games, Card Games, & Puzzle | 120     | 136    | 302          | 138     | 143    | 376          |
| Literacy Kits                     | 24      | 24     | 47           | 18      | 21     | 45           |
| Hoopla                            | 659     | 659    | 1,840        | 831     | 831    | 1,713        |
| CloudLibrary (Sachse Patrons)     | 1,289   | 1,289  | 2,567        | 1,270   | 1,270  | 2,660        |
| CloudLibrary (Other Patrons)      | 1,512   | 1,512  | 3,117        | 1,402   | 1,402  | 2,931        |

#### Programs and Services

|                             |       |       |       |       |
|-----------------------------|-------|-------|-------|-------|
| Number of Internet Sessions | 102   | 239   | 129   | 325   |
| Number of Programs          | 22    | 46    | 20    | 46    |
| Program Attendance          | 349   | 838   | 746   | 1,307 |
| Number of Volunteer Hours   | 22    | 33    | 26    | 43    |
| Meeting Room Rentals        | 8     | 16    | 6     | 12    |
| 3D Print Requests           | 22    | 290   | 32    | 66    |
| ILL Incoming Requests       | 16    | 55    | 29    | 78    |
| ILL Incoming Received       | 20    | 52    | 17    | 66    |
| ILL Outgoing Requests       | 69    | 146   | 85    | 134   |
| ILL Outgoing Shipped        | 33    | 71    | 28    | 65    |
| Literacy Computer Uses      | 736   | 1,572 | 931   | 2,160 |
| Door Count                  | 3,282 | 7,271 | 4,004 | 8,612 |

| Programs                            | Date     | Participation |
|-------------------------------------|----------|---------------|
| Toddler Story Time                  | 1-Nov    | 33            |
| After School Dungeons & Dragons     | 1-Nov    | 7             |
| Preschool Story Time                | 2-Nov    | 8             |
| Toddler Story Time                  | 8-Nov    | 37            |
| Pop-Up Mandala Craft                | 8-Nov    | 20            |
| Preschool Story Time                | 9-Nov    | 24            |
| Baby Bounce Story Time              | 10-Nov   | 11            |
| Monster Hunt Activity               | 1-10 Nov | 113           |
| Stuffed Animal Sleepover Story Time | 14-Nov   | 32            |
| Toddler Story Time                  | 15-Nov   | 42            |
| Preschool Story Time                | 16-Nov   | 8             |
| Baby Bounce Story Time              | 17-Nov   | 12            |
| Plant Swap                          | 18-Nov   | 11            |
| Dino Dig                            | 21-Nov   | 127           |
| Family Pot & Plant                  | 28-Nov   | 47            |
| Toddler Story Time                  | 29-Nov   | 36            |
| After School Dungeons & Dragons     | 29-Nov   | 7             |
| Preschool Story Time                | 30-Nov   | 20            |
| Adult/Teen Dungeons & Dragons       | 30-Nov   | 7             |
| Holiday I-Spy Challenge             | 1-31 Nov | 144           |
| Total                               |          | 746           |



**A. Regular Meeting**

---

|                |                                                                                                                     |
|----------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Subject</b> | <b>6. Discuss Library Board announcements regarding special events, current activities, and local achievements.</b> |
| Meeting        | Dec 11, 2023 - Library Board Meeting                                                                                |
| Access         | Public                                                                                                              |
| Type           | Discussion,Information                                                                                              |

Staff will make announcements and discuss upcoming projects, events, and community outreach.